

Selectee Welcome Notice



SAMPLES APPENDIX CVIP WELCOME - Selectee 1ST NOTICE

CONGRATULATIONS!

You have been tentatively selected for the position of _____.

**You may now start the Civilian Virtual Inprocessing by accessing the following Web site
<https://www2.afpc.randolph.af.mil/resweb/> and completing the required information
on the Tentative Menu.**

Please use the following information in order to access the CVIP Employee Web site:

- 1. Your SSAN**
- 2. The RPA Number is: _____**
- 3. The six (6) digit PIN is: _____**
(If you already have a current Resumix PIN number, you must use it for the CVIP

PIN.)

If you have problems accessing the Web site, please contact _____.

When you have completed the Tentative Menu, and clicked the FINISHED tab, a notice will be automatically sent to the Staffer at the Civilian Personnel Flight who will contact you with further information/instructions.

If you are a current Federal Employee with a TSP Loan, your loan information and TSP-19 should be provided to the Civilian Personnel Flight

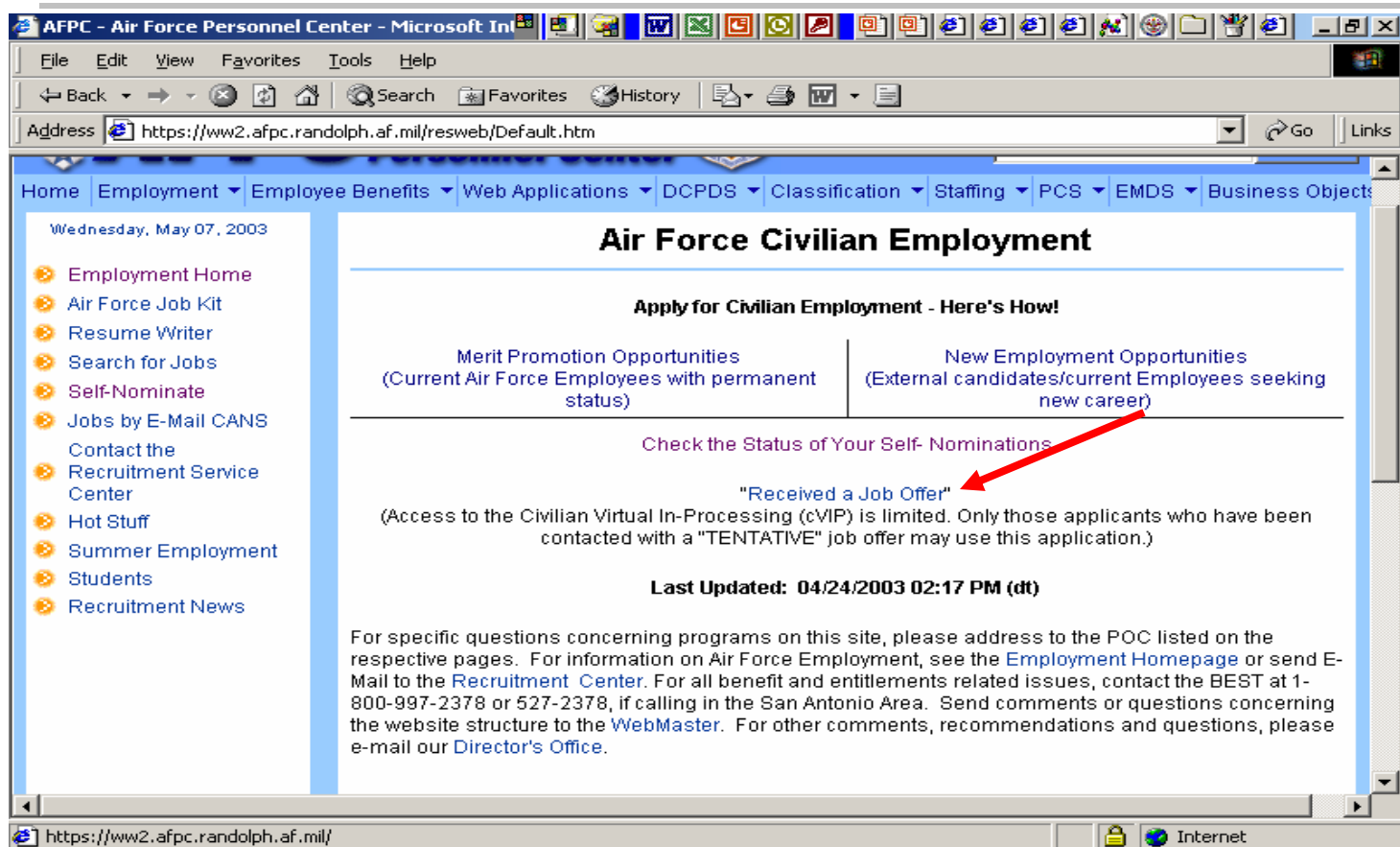
If you do not have a personal computer available for your use, we suggest using a computer that may be available at a public library, the base library, at the mall, at a friend's house, or at the Family Support Center.

*******CAP LOCK must be ON when completing the information*******

Accessing cVIP Web Site

AFPC

 <https://www2.afpc.randolph.af.mil/resweb/Default.htm>



AFPC - Air Force Personnel Center - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address <https://www2.afpc.randolph.af.mil/resweb/Default.htm> Go Links

Home Employment Employee Benefits Web Applications DCPDS Classification Staffing PCS EMDS Business Objects

Wednesday, May 07, 2003

Air Force Civilian Employment

Apply for Civilian Employment - Here's How!

Merit Promotion Opportunities (Current Air Force Employees with permanent status)	New Employment Opportunities (External candidates/current Employees seeking new career)
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[Check the Status of Your Self-Nominations](#)

"Received a Job Offer"
(Access to the Civilian Virtual In-Processing (cVIP) is limited. Only those applicants who have been contacted with a "TENTATIVE" job offer may use this application.)

Last Updated: 04/24/2003 02:17 PM (dt)

For specific questions concerning programs on this site, please address to the POC listed on the respective pages. For information on Air Force Employment, see the [Employment Homepage](#) or send E-Mail to the [Recruitment Center](#). For all benefit and entitlements related issues, contact the BEST at 1-800-997-2378 or 527-2378, if calling in the San Antonio Area. Send comments or questions concerning the website structure to the [WebMaster](#). For other comments, recommendations and questions, please e-mail our [Director's Office](#).

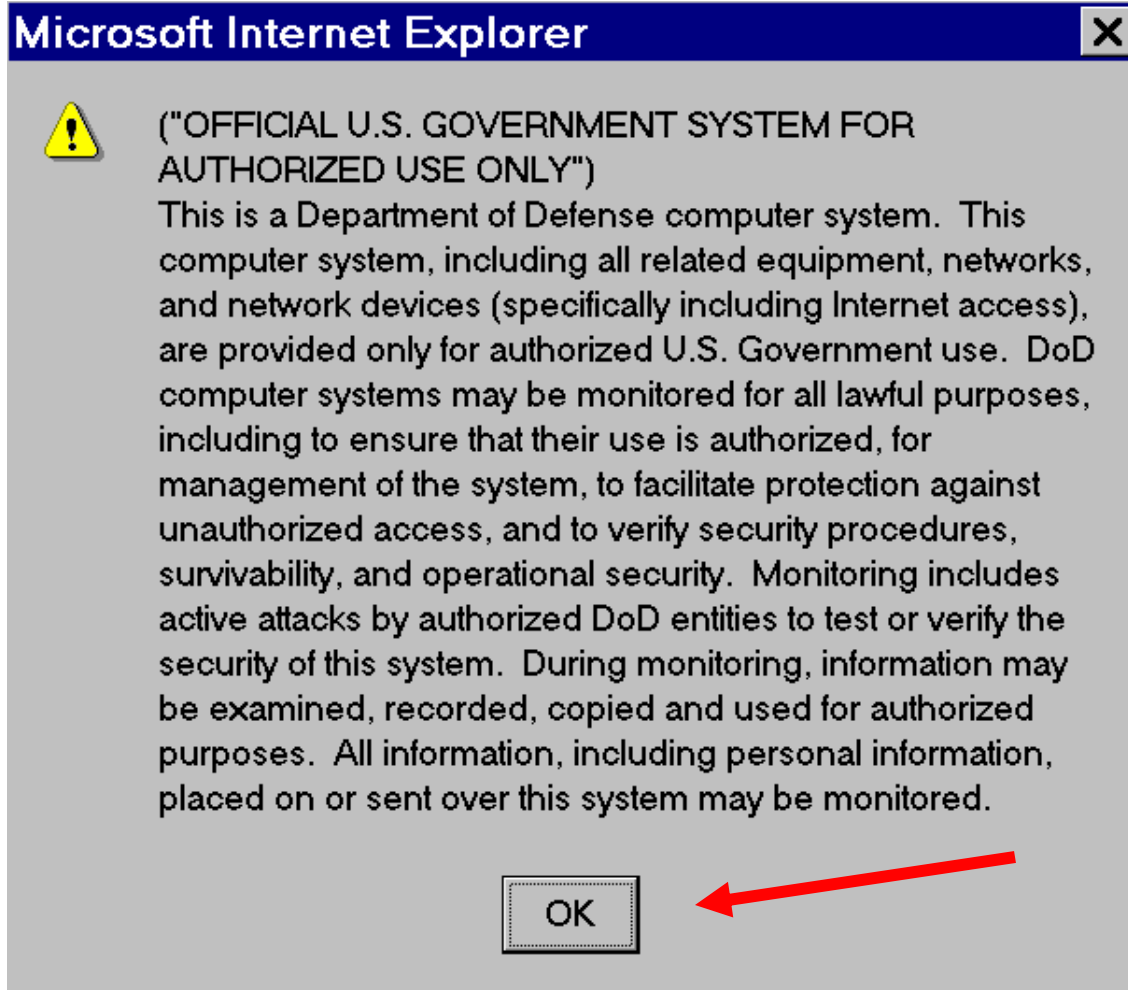
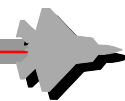
<https://www2.afpc.randolph.af.mil/> Internet

Accessing cVIP



A screenshot of a Microsoft Internet Explorer browser window displaying the AFPC website. The browser's address bar shows the URL: https://ww2.afpc.randolph.af.mil/resweb/cVIP_default.htm. The website header features the AFPC logo and navigation links: Home, Employment, Employee Benefits, Web Applications, DCPDS, Classification, Staffing, PCS, EMDS, and Business Objects. A search bar is also present. The main content area is titled "Civilian Virtual In-Processing (cVIP)" and contains a paragraph explaining that users can access the cVIP application if they have been contacted by a Human Resource Specialist. A red arrow points to a blue link labeled "Proceed to cVIP". Below this, a timestamp reads "Last Updated: 04/29/2003 10:35 AM (dt)". At the bottom, there is a paragraph providing contact information for various roles: POC, Recruitment Center, BEST, WebMaster, and Director's Office. The browser's taskbar at the bottom shows the Internet Explorer icon and the text "Internet".

Authorized Use





Accessing Account




Civilian Employment – Log In IMJ JS A
SECURE SITE

Civilian Virtual In Processing



Enter your Social Security Number (SSN):
 (No dashes or spaces)

Enter your Personal Identification Number (PIN):


 **If you are using a computer that is shared with other customers, please log off and close the browser when finished to ensure the privacy of your account information.**




Privacy Act Statement:
Authority: Executive Order 9397
Purpose: Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.
Routine Uses: None
Disclosure: Voluntary. However, failure to provide the requested information will result in the inability to access this website.

OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY

 Done  Internet

Welcome to Virtual InProcessing (cVIP)

AFPC



Welcome to

Civilian Virtual InProcessing (CVIP)

Air Force Civilian Employee Inprocessing

INSTRUCTIONS: To begin civilian inprocessing press the continue button.

Your Civilian Virtual Inprocessing Logon and PIN & your typed name on all forms in CVIP have the same effect as your signature and are accepted as your electronic signature.

Be advised that any false statement in any transaction accomplished through this application, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Air Force employment. If you acknowledge and understand this and wish to continue using this application press CONTINUE.

Input RPA



Civilian Virtual InProcessing

Please type in the RPA number:



(When typing in the RPA number ensure letters are typed in uppercase. Alpha characters will always appear on the screen as uppercase letters even if typed in lower case)



Continue

EXIT

Tentative Menu

AFPC

The screenshot shows the 'CVIP TENTATIVE M' menu with a header '(PERSON INFORMATION - SUBJECT TO PRIVACY AC)'. A navigation bar at the top includes tabs: **Tentative**, Pre-Appt, Appt, Instuctions, **Finished**, and EXIT. A red box highlights the 'Finished' tab with the instruction: 'Click on the "Finished" tab upon completion of **Each** module.' Below the tabs are input fields for 'SSAN:' and 'Name:'. A text instruction states: 'Click on the "Finished" tab when all the actions have been completed on this page.' A table titled 'Tentative Pick List' contains columns for 'Complete Marked Forms', 'Locked by Staffer', 'Date Signed', and 'Push Button for Form'. The first two columns have checkboxes, the third has text input fields, and the fourth has buttons labeled 'OF306' and 'SF15'. To the right of these buttons are descriptions: '(Required) (Declaration for Federal Employmen)' and '(Application for 10-point Veterans Preference)'. Below the table is a checkbox for 'Retired Military claiming Nonwartime Campaigns or Expeditions must complete and forward to bel address. (Form is available on OPM site WWW.OPM.GOV/FORM/HTML/SF.HTM)'. A note states: 'Forms marked below must be submitted with 5 working days to:'. At the bottom are input fields for 'Name' (containing 'HRSPEC FAX'), 'Address', 'City, State, Zip', and 'Comercial Fax Number:'. Red arrows point to the 'Tentative' tab, the 'Name' field, the 'Finished' tab, and the 'OF306' button.

CVIP TENTATIVE M
(PERSON INFORMATION - SUBJECT TO PRIVACY AC)

Tentative Pre-Appt Appt Instuctions **Finished** EXIT

SSAN: Name:

Click on the "Finished" tab when all the actions have been completed on this page.

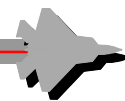
Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>		OF306 (Required) (Declaration for Federal Employmen)
<input checked="" type="checkbox"/>	<input type="checkbox"/>		SF15 (Application for 10-point Veterans Preference)

☐ Retired Military claiming Nonwartime Campaigns or Expeditions must complete and forward to bel address. (Form is available on OPM site WWW.OPM.GOV/FORM/HTML/SF.HTM)

Forms marked below must be submitted with 5 working days to:

Name: HRSPEC FAX
Address:
City, State, Zip:
Comercial Fax Number:

Documents To Send



Tentative Pre-Appt Appt Instructions Finished EXIT

SSAN: Name:

Click on the "Finished" tab when all the actions have been completed on this page.

Tentative Pick List ☒ Tentative CVIP Access

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	OF306 (Required) (Declaration for Federal Employment)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF15 (Application for 10-point Veterans Preference)

☐ Retired Military claiming Nonwartime Campaigns or Expeditions must complete and forward to below address. (Form is available on OPM site WWW.OPM.GOV/FORM/HTML/SF.HTM)

Forms marked below must be submitted with 5 working days to:

Name

Address

City, State, Zip

Commercial Fax Number:

DSN Fax Number:

These forms already in your possession: (Provide copies only!)

If transferring from another agency and you have a Thrift Savings Plan (TSP) loan, your TSP loan information.
If transferring from another agency, your TSP-19, if available.

☒ "Certificate of Release" or "Discharge from Active Duty" (DD214A, Copy 4)

☐ College Transcripts

☐ NAFI Notification of Personnel Action (AF 2545) or AAFES Form 1200-75

☐ Verification Letter from Personnel Office

Pre-Appointment Menu

AFPC

CVIP PRE-APPOINTMENT MENU
(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

Pre-Appnt **Tentative** **Appt** **Instructions** **Finished** **EXIT**

SSAN: Name:

Click on the "Finished" tab when all actions have been completed on this page.

PreAppointment Pick List ☒ **Pre Appointment CVIP Access**

Complete Marked Forms	Locked by Staffer	Date Signed	Push Button for Forms
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/09/2002	AF359B (Required) (Civilian Employee Military Reserve/Guard/Ret)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12/09/2002	SF144 (Required) (Statement of Prior Federal Service)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF181 (Required) (Race and National Origin Identification)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	SF256 (Required) (Self-Identified of Handicap)

SCHRC

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Acknowledgment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Release
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Residence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Supplemental Questionnaire

Conditions of Employment Specific to Selectee and Position

<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Medical Exam
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Red arrows point to: 'Pre-Appnt' tab, 'Finished' tab, 'PreAppointment Pick List' header, 'Complete Marked Forms' column, 'AF359B' button, and 'Form Box' text.

Appointment Menu

AFPC



CVIP APPOINTMENT MENU



(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

Appointment Tentative Pre-Appt Instructions Finished EXIT

SSAN:

Name:

Click on the "Finished" tab when all actions have been completed on this page.

Appointment Pick List

☒

Appointment CVIP Access

Complete
Marked Forms

Locked
by Staffer

Date
Signed

Push Button for Forms

☐☐

INS19

(Employment Eligibility Verificati

☐☐

SF61

(Appointment Affidavits)

What to bring with you to your appointment

Your inprocessing could be delayed for failure to have the following documents with you:

1. Proof of Citizenship

Passport; or

Naturalization Papers; or

Original or Certified Copy of Birth Certificate (issued by a state, county, or municipal authority)

cVIP Instructions

AFPC



Instructions

Tentative

Pre-Appt

Appt

EXIT

READ THESE INSTRUCTIONS CAREFULLY!

All job offers are considered tentative and are contingent upon receipt and validation of required supporting documents. Your appointment cannot be finalized without this documentation.

It is important that ALL required documentation is received within 5 working days from the date you were notified of your tentative selection for appointment. You may FAX, mail or hand-carry (whichever is most convenient for you) required documentation to your servicing Civilian Personnel Office (CPO). **DO NOT SUBMIT ORIGINALS. Provide copies only.**

If there is a check mark for this item in the "Items Checked are Required" column, you must provide a copy of this document in order to successfully complete this phase of your in-processing. You should already have this document in your possession. Your appointment cannot be finalized without this documentation.

Click on the "Finished" tab upon completion of each module. Then on the confirmation page page click "Continue" to complete the module. Click on "Abort" to leave the confirmation page and return to the application without finishing the module.

Any information you provide may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. Intentional submission of false information using this Federal Government Internet Web site is illegal. Persons found guilty of knowingly submitting fraudulent information may be fired, prosecuted and, upon conviction, may be subject to a fine of not more than \$250,000 and/or imprisonment not to exceed five years. (Section 1001 of title 18, United States Code)

Missing documents can negatively impact your selection to this position.

DO NOT USE THE KEYBOARD BACKSPACE KEY IN THIS PROGRAM

Confirmation

AFPC



Tentative

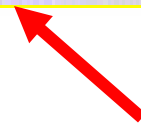
Pre-Appt

Appt

Instuctions

Finished

EXIT



Civilian Virtual InProcessing

This will notify the Staffer that you have completed the necessary forms. Once you have done this these forms can not be changed without approval.



Continue

Abort process

Completion of the cVIP Virtual Experience

AFPC

